

City Manager's WEEK IN REVIEW

In an effort to better inform Council, employees and the public about current City activities and issues, the City Manager's Office issues the Week In Review with highlights from staff activities for the prior week. The Week In Review is published and distributed every Monday. If you have comments, questions or suggestions regarding the Week In Review, please contact City Manager Eden Freeman at citymanager@winchesterva.gov or 540-667-1815.

PUBLIC SAFETY

Winchester Police

- Met with Congresswoman Comstock about substance abuse and other public safety issues.
- Chaired Drug Task Force Command Board meeting – included law enforcement leadership from West Virginia.
- Attended SAC prevention meeting.
- Attended Active Shooter Training.
- On 8/11/2016, thirty one law enforcement agents from the Northwest Valley Regional Drug Task Force, Frederick County Sheriff's Office, Winchester Police Department, Alcohol, Tobacco and Firearms, Virginia State Police, Winchester Fire Marshal's Office, and Probation and Parole came together and produced the following statistics within Winchester/Frederick/Clarke during "Operation Valley Venue":

Police Activity	#
Calls for Service	805
Violent Crimes	18
Property Crimes	29
Accident Reports	12
Alarms	18
False Alarms	18
Directed Patrols	87
Directed Patrols	21
Old Town (OTW)	
Extra Patrols	59
Extra Patrols OTW	1
Traffic Citations	21
Written Warnings	40

Operation Valley Venue Activity

	#
Felony Probation Violations (arrests)	4
Felony drug arrest warrants obtained and executed (arrests)	12
Misdemeanor drug warrant obtained and executed (arrest)	1
Drug search warrants obtained and executed	2
Drug K-9 searches initiated	3
Non-drug Misdemeanor Virginia Uniform Summons's issued	5
Probation searches conducted	34
Knock and talks performed (drug complaints)	5
Arrests for Possession of schedule II narcotics	2
Arrest for Possession of Marijuana	1
Arrest for Possession of Marijuana with the Intent to Distribute	1
Assist with Criminal Investigations Division case	1
Responded to and investigated non-fatal heroin overdose	1
Drugs seized	2lbs of Marijuana 10 dosage units of prescription pills 2 grams of Cocaine .02 tenths of a gram of Heroin 7 items of drug paraphernalia
Weapons seized	2 handguns
U.S. Currency seized	\$40,350

Winchester Fire & Rescue

- Conducted new radio system training.
- Attended various radio communications system meetings.
- Attend Active Shooter Training.
- Attended a Burn Building meeting with contracted engineer and City planners. Preparation for bid and permit documents.
- Scheduled delivery for donated fitness equipment from Valley Wellness Center.
- Set up CPR training for 18 Social Services employees scheduled for next month.
- Assisted with EMT National Registry testing.
- Prepared action item list for final fire department radio implementation.
- Installed temperature monitors on the medic units for the medication storage compartments.
- Assistant Fire Marshal attended a homemade explosives training.
- Investigation efforts continue on two arson fires.
- Weekly call logs are now posted on the City's website: [August 4-10](#).

F&R Activity	#
Fire	2
Overpressure	0
EMS/Rescue	113
Hazardous Condition	4
Service Call	6
Good Intent	6
False Alarm	12
Special Incident	0
Plan Review	4
Inspections	8
Reinspections	5

Emergency Management

- Communications Project
 - Continued inventory of portable radios
 - Brought Winchester Public Schools on board with system
 - Continued training
 - Continued mobile install
 - Continued quality assurance for subscriber units
- Attended Active Shooter Planning Meeting.
- Continued work on Polycom Grant.
- Received notification of award of annual LEPP grant.

PUBLIC SERVICES

Public Works, Utilities, Facilities Management, Transit

- Received a utility billing insert from the Virginia Department of Health to help educate the public about mosquitoes and Zika virus prevention. This insert will be included in all utility bills over the next two months.
- Public Works removed the two small islands along Indian Alley adjacent to the Braddock parking garage and replaced them with asphalt. The striping changes will be made next week to modify (swap) the travel lane and the loading zone.
- Public Works closely monitored the new traffic signal on Meadow Branch at the new John Kerr Elementary School that opened this week. Traffic flowed smoothly throughout the week.

City Projects Update

- **FY17 Street Repaving**
 - The City's FY17 street repaving program will begin next week. The initial streets that will be completed starting on Monday are Armour Dale, Packer Street and York Avenue.
- **City Hall Brick Work**
 - The contractor is completing the application of the sealant on the front and back steps. All work on the project is expected to be completed by the end of next week (8/19/16).
- **Handley Boulevard Improvements Project**
 - The contractor is completing the final restoration on the project. WPS plans to plant new trees on their property this fall.
- **Valley/Whitlock Drainage Improvement Project**
 - The contractor is completing the final restoration on the project.

Weekly Performance Measures

Division	Activity	Past Week	2016 Year-to-Date Totals	Measurement
Streets	Sidewalks Repaired/Replaced (City)	0	163.75	Linear feet
	Streets Repaved	.36	1.89	Lane miles
	Potholes Repaired	5	96	#
Trees	Dead/Diseased Trees Removed	10	64	#
	Trees Trimmed	8	421	#
	Stumps Removed	5	356	#
Traffic	Street Signs Installed or Replaced	14	155	#
	Pavement Markings Repainted (City)	8	1,858.33	Linear feet
	Pavement Markings Repainted (Contractor)	4,561	12,713	Linear feet
Refuse & Recycling	Refuse Collected	118.73	3,910.11	Tons
	Recycling Collected	64.85	1,775.17	Tons
	Large Item Pickups	4	91	#
Transit	Total Passengers	3,341	83,623	#
	Revenue Miles Picking Up/Dropping Off Passengers	4,110	119,171	Miles
	Revenue Hours Picking Up/Dropping Off Passengers	385	11,277	Hours
Utility Billing	Payments Processed	1,414	42,454	#
	New Bills Mailed Out	0	39,029	#
	Water Services Turned Off for Non-Payment	0	795	#
Water Treatment Plant	Average Daily Water Demand	7.95	8.12	Million gallons/day
	Peak Daily Water Demand	8.39	9.06	Million gallons/day
Wastewater Treatment Plant	Average Daily Flow Treated	9.34	8.05	Million gallons/day
	Peak Daily Flow Treated	15.76	18.49	Million gallons/day
Water Distribution and Wastewater Collection	Water Main Breaks Repaired	1	25	#
	Water Meters Read	2,295	44,688	#
	Fire Hydrants Flushed	20	1,105	#
	Sewer Mains Cleaned	5,448	69,378	Linear feet
Engineering	Site Plans Reviewed	0	29	#
	Right-of-Way Permits Issued	0	55	#
	Stormwater Facility Inspections	2	21	#
	Erosion & Sediment Control Inspections	23	939	#
Facilities Maintenance	Work Requests Completed	25	524	#
	Special Events Assistance	1	7	#
	Maintenance of Pedestrian Mall	35	623	Staff hours
Equipment Maintenance	Total Repairs Completed	41	1,704	#

DEVELOPMENT SERVICES

Economic Redevelopment

- Presented agenda item to Council regarding the sale of the City-owned Winchester Towers to the EDA.
- Scheduled auction for remaining kitchen equipment in Taylor Hotel commercial space.
- Met with Taylor Pavilion wall maintenance contractor to discuss final preparations for project.
- Continued work developing performance measures for the City's 2016-2028 Strategic Plan.

Old Town Winchester

- Continued to promote and add activities in preparation for [Customer Appreciation Day](#) on August 13 at the Old Town Winchester Farmers Market.
 - Held workshop for Old Town Businesses in conjunction with the Small Business Development Center attended by almost 20 people. The topic was Instagram for Business Use.
 - Held OTDB monthly meeting - discussed with members present regarding expiring terms.
 - Continuing to work on Greatness Program 2.0. Began radio advertising campaign this week. Having Facebook ads created for participating businesses. OTW ads continue to run at the Apple Blossom Movie Theater.
 - Working on promotion of [Classic Movie Night](#) on Saturday, August 13 screening "From Russia With Love", [Friday Night Live](#) on August 19 and the [Classic Concert at the Taylor Pavilion](#) on Sunday, August 21.
 - Finalized award letters to recipients of the Local Challenge Grant awarded by the Virginia Commission for the Arts. A total of \$10,000 to be awarded: \$5,000 awarded and \$5,000 matching funds from OTW budget. Recipients include: First Night (\$4,000), Bluemont (\$4,000) and Shenandoah Arts Council (\$2,000).
-

Winchester-Frederick County Tourism

- Co-hosted Tourism Tuesday on 95.3 The River. Featured guest was Brian Daly from the Stonewall Jackson's Office Museum. The topic was an overview of the upcoming Civil War Weekend events.
 - Had a tour bus parking strategy meeting with the City Manager, Old Town Winchester and Parking Authority to narrow down final options to present to Council.
 - Took part in the Civil War Cluster Meeting to discuss and plan for the upcoming Civil War Weekend events.
 - Had a meeting with photographer Shaun Galang to discuss high priority images needed for our image catalogue.
 - Had a meeting with David Grosso from the French and Indian War Foundation to discuss updating the existing display in the Visitor Center as well as future collaborative efforts to better tell and market that part of Winchester and Frederick County's history.
 - Submitted a bid to potentially host the MATPRA (Mid-Atlantic Tourism Public Relations Alliance) Marketplace travel writer conference in 2017.
 - Met with Shenandoah Tourism and Town of Woodstock officials to discuss their potential Rails to Trails project, which would be a strong regional attraction. Tourism Director recently held the position of Vice Chair of the Tobacco Heritage Trail rails to trails organization, which is why he was included early in this effort as an advisor.
-

Planning

- Staffed BAR Work Session on August 11 with Bill Frazier, consultant on design guidelines update:
 - Reviewed draft update to Historic Winchester (HW) Local Historic District Design Guidelines
 - Learned about design guidelines prepared by Frazier for other VA and NC communities
 - Discussed possible ways to further inform property owners about their location within the historic district and need for design review
 - Conducted site inspections at Mission BBQ prior to issuance of Certificate of Occupancy.
 - Hosted Urban Sustainability presentation by Alison Sloop from Lord Fairfax Soil and Water Conservation District. Learned about VA Conservation Assistance Program (VCAP) which could provide valuable grant funding to assist with implementing urban Best Management Practices such as tree planting, rain gardens, conservation landscaping and other measures already being contemplated by the City.
 - Met with numerous local developers looking at small and mid-sized redevelopment projects throughout the city.
-

Zoning & Inspections

- Completed:
 - 78 building permit inspections and issued 29 building permits (\$210,530 valuation)
 - 101 code enforcement inspections and initiated 77 new cases
 - 4 new business reviews (2 Certificates of Business, 2 Certificates of Home Business)
- Removed 18 signs from the public right-of-way (YTD=409).
- Issued temporary Certificate of Occupancy to the new Valley Health Cancer Center.
- Issued Certificate of Occupancy to the first new dormitory at the Shenandoah University Aspirational Village.
- August Board of Zoning Appeals meeting cancelled due to no applications being filed.
- Attended Historic Winchester District Guidelines discussion with Planning Department, Frazier Associates consultant and several BAR members.

Permit #	Type	Address	Description	Value
16 0000032	NGAS	102 W Pall Mall St	Furnace And Water Heater	\$250
16 0000032	PLBG	102 W Pall Mall St	New Fixtures	\$4,500
16 0000033	NGAS	104 W Pall Mall St	Furnace Piping	\$750
16 0000033	PLBG	104 W Pall Mall St	New Fixtures	\$4,500
16 0000724	RREM	432 Royal St	Addition	\$18,000
16 0000762	PLBG	22 W Bond St	New Fixtures	\$4,000
16 0000763	MECH	423 Fairmont Ave	New Heat Pump	\$6,400
16 0000696	RREM	19 Peyton St	Making Throughway	\$14,000
16 0000746	RREM	208 Myrtle Ave	Handicap Ramp	\$1,200
16 0000760	PLBG	404 Lanny Dr	Bathroom Addition	\$5,000
16 0000760	RREM	404 Lanny Dr	Bathroom Addition	\$5,000
16 0000768	RREM	201 Pine St	Waterproofing	\$100
16 1000030	PSDM	126 N Loudoun St	Outdoor Display Of Merchandise	\$0
16 1000030	PSPS	126 N Loudoun St	Portable Sign	\$0
16 0000764	TTS	400 Campus Blvd	Tent For August 22-26, 2016	\$0
16 0000765	DECK	601 Gray Ave	Removing Old Deck & Installing	\$13,000
16 0000767	RREM	1400 Scott St	Inground Swimming Pool	\$50,000
16 0000770	MECH	2214 Papermill Rd	Replacing A/C	\$0
16 0000771	ELEC	1850 Apple Blossom Dr N-171	Remodel 16-629	\$0
16 0000772	ELEC	711 Millwood Ave	Recepts	\$0
16 0000773	ELEC	404 Lanny Dr	Remodel 16-760	\$0
16 0000774	ELEC	753 Seldon Dr	New Dwlg 16-345	\$0
16 0000775	ELEC	1512 Stone House Ct	New Dwlg 16-414	\$0
16 1000049	PSD1	111 S Loudoun St	Outdoor Dining Up To 500 Feet	\$0
16 0000737	NRRM	2150 Valley Ave	Dumpster Enclosure	\$27,000
16 0000756	NRRM	100 W Piccadilly St	Concrete Repairs	\$14,500
16 0000778	PLBG	964 Woodstock Ln	Replacing Water Line	\$800
16 0000779	MECH	343 George St	Install New Heat Pump	\$8,500
15 0000950	FSUP	110 Keating Dr	New Structure/Suppression	\$1,530
16 0000048	FSUP	1330 L.P. Hill Dr	New Wet Sprinkler System	\$20,000
16 0000625	BLDG	29 Wolfe St	Foundation For Gate Access Sys	\$10,000
16 0000782	PLBG	1020 S Kent St	Sewer Service	\$1,500
16 0000032	NGAS	102 W Pall Mall St	Furnace And Water Heater	\$250
16 0000032	PLBG	102 W Pall Mall St	New Fixtures	\$4,500
16 0000033	NGAS	104 W Pall Mall St	Furnace Piping	\$750
16 0000033	PLBG	104 W Pall Mall St	New Fixtures	\$4,500
16 0000724	RREM	432 Royal St	Addition	\$18,000
16 0000762	PLBG	22 W Bond St	New Fixtures	\$4,000
16 0000763	MECH	423 Fairmont Ave	New Heat Pump	\$6,400
16 0000696	RREM	19 Peyton St	Making Throughway	\$14,000

16 00000746	RREM	208 Myrtle Ave	Handicap Ramp	\$1,200
16 00000760	PLBG	404 Lanny Dr	Bathroom Addition	\$5,000
16 00000760	RREM	404 Lanny Dr	Bathroom Addition	\$5,000
16 00000768	RREM	201 Pine St	Waterproofing	\$100
32 TOTAL				\$2,110,530

TYPE KEY: NGAS=Natural Gas | TTS=Tents and Temporary Structures | PLBG=Plumbing | RREM=Residential Remodel | RESR=Residential Remodel/Additions | AMUS=Amusement Device | LGAS=Propane Gas | MECH=Mechanical | FSUP=Fire Suppression | FALL=Fire All Other | CHNG=Change of Use | RADL=Radio Tower or Antenna | NRAA=Non-Residential Additions and Alterations | NRRM = Non-Residential Remodel

PARKS & RECREATION

- The fall program guide was delivered to all city residents and distributed to various businesses throughout the city.
- The fall schedule began Monday, August 8, ending the summer schedule.
- Conducted interviews for the Superintendent of Parks position.
- The Outdoor Pool is still open in the afternoons M-F from 3-7pm (new this year).
- Frederick Douglass Family Day was held on Sunday, August 7 at Frederick Douglass Park.
- Attended the project update meeting for the War Memorial Brick Façade repairs.
- Confirmed the Tennis Court cracks repair timeline with the vendor.
- Addressing some street lights that are not working in Jim Barnett Park.
- Began the routine maintenance schedule on Monday, August 8 (every Monday, Wednesday and Friday from 2:00-3:00pm) at the Dog Park.

WINCHESTER PARKING AUTHORITY

- 2,709 vehicles utilize the garages August 3-9.
- As of August 10, there were 950 monthly parkers in the garages (5 rentals and 1 cancellation).
- Wednesday, August 10 met with City Manager, Tourism Director and Downtown Manager to discuss tour bus parking downtown.
- Coordinated parking for a tour bus downtown at the request of the Visitors Center. The bus will park at Fairfax Lane between N. Loudoun Street and N. Braddock Street this Friday, August 12 at 3:30 pm. This location is currently being tested as a possible permanent tour bus parking location for downtown.
- Staff cleaned Cork Lot, Hable Lot, Palace Lot and Autopark Lot with the assistance from the City's street sweeper this week.
- Will barricade a small section of the Loudoun Autopark ground level (northwest corner) for Our Health's annual community yard sale in the event of rain on Friday, August 12 for their event on Saturday, August 13 from 5:30 am-2 pm.
- New WPA part-time maintenance technician started on August 10.

SOCIAL SERVICES

- Received 42 Benefit Program applications: 20 SNAP, 25 Medicaid, 9 TANF, 4 Child Care, 1 Cooling Program.
- Currently serving the following individuals in Benefit Programs:
 - 3,946 receive SNAP
 - 200 receive TANF
 - 5,329 receive Medicaid
 - 40 receive VIEW Services
 - 32 receive Child Care subsidy (50 families (74 children) are currently on the waiting list)
- Completing 51 Child Protective Services family assessments and investigations relating to allegations of child maltreatment.
- Completed 1 Pre-Admission Screenings with the Health Department.
- Staff Attended:

- In-service training for Benefit Programs staff on Medicaid Spend Downs and Medicaid Emergency Services
- Child Welfare League of America's 2016 National Conference: *Excellence / Practice & Policy What Works for Families Affected by Substance Use* in Orange County, California. Sponsorship to attend provided by the Virginia Department of Social Services.
- Seniors and Law Enforcement Together (SALT) Council
- Winchester Public Schools Interdisciplinary Team Meeting
- Ongoing Child Protective Services Training
- CFW Foster Care Meeting
- Webinar: What Does Leadership Look Like Around Here? Using Leadership Metaphor Explorer for Development and Action in Your Organization
- WDSS Safety Committee Meeting
- Community Policy and Management Team (CPMT)
- Virginia League of Social Services Executives (VLSSE) Administration Committee Meeting
- Self Sufficiency staff met with LFCC regarding the Workforce Credential Grant (WCG). This new financial assistance program will offset the tuition of select workforce training programs at local community colleges by 66%. Training programs include Commercial Driver's License (CDL), Clinical Medical Assistant (CMA), Patient Service Representative (CMAA), Phlebotomy Technician, Construction Project Manager, Electrical Apprenticeship, HVAC, and Plumbing Apprenticeship.

Weekly Activity	#
Walk-in clients	241
Client info drop offs	131
Child Protective Service referrals	4
"On notice" for foster care entry by JDRC	5
Children in foster care	30
Entered foster care	0
Exited foster care	3
Child Protective Services ongoing case management	27
Adult Protective Service referrals	2
Adult services case management load	10
Adult guardianships	3
Adult protective services investigations	16
Benefit fraud investigations	10
Fraud allegations received	0
Family Services Prevention case management load	11

SUPPORT SERVICES

Information Technology

- Restored NaviLine and Click2Gov3 test environment back to 15.3 version in preparation for attempt to load version 16.2 version mid-September.
- Contractor updated main website underlying software infrastructure and updated subordinate sites.
- Tested PPTRA software changes to implement State-mandated change for pickup and panel trucks.
- Attended webinar for document imaging vendor to learn roadmap for migration to new software owner.
- Reviewed website services RFP.
- Reviewed IT status reports for auditors.
- Installed additional timeclock in JJC basement to support Sherriff's operations.
- Continued preparations for VITA/NG changes to Social Services network.
- Worked with prospective event logger contractors to evaluate software solutions.
- Initiated studies to migrate water and wastewater treatment plants to always-on VPN connection to City network.
- Resolved Click2Gov Real Estate Tax visibility issue caused by the Web Application Firewall.
- Continued to support garage with manual entry of fuel usage while their vendor attempts to resolve fuel island problems.
- Worked with NOVAtime to update bridging software to eliminate processing errors.
- GIS completed a parking meter map for the Parking Authority.

COMMUNICATIONS

- Articles in *The Winchester Star* this week:
 - August 6 –
 - Residents told to drive with care as school begins
 - Girl Scout goes for the gold

- August 8 –
 - City fire marshal seeks information about arson that damaged Fremont Street home
- August 9–
 - Commentary Open Forum: Winchester's claim to fame
 - Region fights for resources to battle drug plight
 - Photo: Beating the heat on a family retreat
 - Old John Kerr building receives a new name
- August 10–
 - Drug treatment court gets 1st participant
 - City strikes deal to open trail
- August 11 –
 - Old Town Farmers Market will celebrate its customers
- August 12 –
 - Police make arrest at scene of fatal overdose
 - Fresh Market's grand opening set for Aug. 31
- WHAG reports:
 - Five city stop lights to come down [Watch](#)
 - First person added to new drug court docket [Watch](#)
 - Law enforcement emphasizes safety as Winchester students return to school [Watch](#)
- Sent press releases:
 - Council Approves Resolution Regarding the Continued Development of Green Circle Trail [Read](#)
 - City's FY17 Street Repaving Program begins Monday [Read](#)
- Distributed August 12 electronic newsletter, [CitE-News](#), to subscribers and posted on social media.
- Completed Council candidate and Schools Superintendent orientation booklets.
- Helping with Strategic Plan performance measures and update.

Photo of the Week



Public Works staff were hard at work in the heat this week to remove the two small islands along Indian Alley adjacent to the Braddock parking garage and replaced them with asphalt. New striping will be installed next week to complete the loading zone and travel lane realignment.